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ABSTRACT

Intended for high school students, this guide for writing the research paper consists of three parts. The first part deals with the research process and includes seven steps: choosing and limiting a topic, finding and examining materials, making bibliography cards, notetaking, writing the outline and paper, using footnotes and endnotes, and typing the paper. The second part, focusing on a sample paper, contains examples of the title page, the introduction, first and second pages, the endnote page, and a bibliography. The third part discusses the completed research paper and includes an outline of the format requirements and a research paper checklist. (EL)

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WRITE IT:

A GUIDE FOR RESEARCH

Compiled by
Kathleen K. Brown
and the
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Edited by
Lynne Quinn

Library Media Center
Cherry Creek High School

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Third Revised Edition

RESEARCH PROCESS

A well-planned, organized process for gathering and using information has become increasingly important. We are challenged daily by the vast amount of information which must be collected, interpreted and presented.

Research is a painstaking process requiring patience and perseverence. As a researcher you collect and examine important information that relates to your topic by searching all the literature on the subject. This research process should include the following steps:

Choosing and limiting a topic

1. Is the topic of interest to me?

2. Is the topic related to the assignment?

3. Can the topic be examined within the time frame of the assignment?

4. Is information about the topic available in the CCHS Library or another library easily available to me?

5. What is the main idea of the paper? Write the thesis as a statement. Example of thesis statement development:
   *Ask a question: How did Watergate affect the country?
   *Write a statement that answers that question: Watergate created chaos in the Pentagon, distrust in the public, and new respect for journalism.

6. Is the topic sufficiently narrowed so that it is manageable? Example of topic narrowing:
   *General Topic: Public Schools
   **Specific Topic: Length of school year
   ***Writer's attitude: Positive effects of long school year
   ****Thesis: An extended school year would have a positive effect on learning, student attitudes toward school, and the retention of skills from year to year.

Finding and Examining Materials

1. Determine related subjects and key words.
   A. Sears List of Subject Headings
   B. "See also" references in indexes
   C. Reader's Guide and Magazine Index subjects

2. Search general sources for basic overview of topics.

3. Search specific reference sources.

4. Search the card catalog (Note tracings for related subjects).

5. Search current information indexes if applicable:
   A. Reader's Guide
   B. Magazine Index
   C. SIRS
   D. Newsbank

Making Bibliography Cards

1. Make a working 3x5 bibliography card for any source you want to check. Include:
   A. Author
   B. Title
   C. Place of publication
   D. Publisher
   E. Date of publication
   F. Edition

2. Keep a separate card for each source you consult.

3. Copy the information accurately using the various examples that follow:

BIBLIOGRAPHY CARDS

Examples of bibliography cards:

One author

Jones, David M. Man from Nowhere: A Man of the World. Garden City, New York: Doubleday and Company, Inc., 1968.

Two or Three authors

Goe, Donald K., and Clarice M. Crowle. The History of Cherry Creek School District Number Five, 1869-1981. Englewood, Co.: Cherry Creek School District, 1981.

Four or more authors and an edition

Mayer, Marshall M., and others. New Voices for a New Country. 2nd ed. Boston: Houghton Mifflin Company, 1968.

No author

Man from Outside. New York: The New American Library, 1960.

Editor (ed.), translator (trans.), or compiler (comp.)

Simpson, J.R., ed. Mansion from Junk. New York: Charles Scribner's Sons, 1924.

Multivolume Work With Editor

Bryfonski, Dedria, ed. "John Steinbeck, 1902-1968," Contemporary Literary Criticism, Vol. IX. Detroit: Gale Research Co., 1978.

Examples of bibliography cards (continued):

Multivolume work or series, author and editor

Beacham, Walton. "Robert Frost," Critical Survey of Poetry, ed. Frank N. Magill. English Language Series, Vol. III. Englewood Cliffs, N.J.: Salem Press, 1982.

Series with a different title for each volume

Morris, Richard. The Life History of the United States, Vol. 1, The New World. 12 vols. New York: Time-Life, 1975.

Signed encyclopedia article

Odom, Selma. "Dancing," The World Book Encyclopedia (1982), Vol. 5, pp. 18-24.

Unsigned Encyclopedia Article

"Space Travel." Compton's Encyclopedia (1978), Vol.23, pp. 341-348.

Magazine article with author

Cotton, Henry. "Stress Management in the Physical Education Curriculum." Colorado Journal of Health, Physical Education, Recreation, and Dance, VI (Spring, 1980), p. 6.

Magazine article without author

"School Before College." Time, XI (September 14, 1968), pp. 12-25.

Examples of bibliography cards (continued):

SIRS

Green, William D. "After High School What?" American Education, October, 1977 (Located in Social Issues Resource Series, "Consumerism," I, No. 14).

Newspapers

Taylor, Stuart. "Senate Passes Tough Anti-Crime Measure." The Denver Post, February 3, 1984.

Facts on File

"Nicaragua Protests Rebel Air Attack." Facts on File, XLIII #2240 (October 21, 1983), p.805.

Editorials on File

The Washington (D.C.) Star, January 11, 1981 (Located in Editorials on File, "Minimum Wage," XII, No. 1, p. 57).

NewsBank (Microform)

Thorsby, Linda, "Stand Firm on Call for Nixon Resignation," Jackson (Mississippi) Clarion Ledger, January 10, 1974 (Located in NewsBank [Microform], Political Development, 1974, 3:C4, fiche).

New York Times Current Events Edition (Microform)

Burros, Marian, "Natural Food: Telling the Real from the Artificial," New York Times, August 18, 1982 (Located in New York Times Current Events Edition [Microform] Labels and Labeling, 1982, 61:33A, fiche).

Example of bibliography cards (continued):

Pamphlet

American Cancer Society. Facts on Hodgkin's Disease. Baltimore, Maryland, n.d.

Government Documents

U.S. Bureau of the Census. Statistical Abstract of the United States: 1982. 103rd ed. Washington, D.C.: Government Printing Office, 1982.

Unpublished source

Brown, Travis. "Clay Influence on Oil Entrapment." Paper presented at the meeting of the American Association of Petroleum Geologists, Dallas, Texas, April, 1983.

Interview

Lamm, Dorothy. Interview. Governor's Mansion, Denver, Colorado, April 10, 1983.

Media (Sound Recordings, Filmstrips, etc.)

Muckrakers and Reformers [Filmstrip-sound]. New York: Multi Media Productions, Inc., 1971. One colored filmstrip with one record.

TV or Radio Program

The MacNeil/Lehrer Report [Television broadcast]. December 23, 1982, 7:00 p.m., KRMA, Denver, Colorado.

NOTE CARDS

After you have developed a bibliography, you are ready to take notes. Remember to be precise in your note taking so that you do not have to consult your sources again. These are important points to remember:

1. Use either 3 x 5 or 4 x 6 cards for notes. The latter is recommended as it will help distinguish between bibliography and note cards and also provide more space for note taking.
2. Use only one reference source and one subject on each card.
3. Include on every card:
   a. The one specific subject (top left).
   b. The source—author's name and/or shortened title (top right).
   c. Your note
   d. The page number where this material is located (bottom left).
4. Take brief notes in your own words. Remember that the accuracy of your notes determines the accuracy of the facts in your paper.
5. Quotations should be copied completely and exactly, and enclosed in quotation marks.
6. Number consecutively only if two cards must stay together. Remember—only one item of information on a card.

Examples of notecards:

Topic: Women's Status 1. Author (Use title if needed): Inchman

Note: Christine de Pisan — only medieval woman to earn living by writing

Page: p. 217

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Examples of notecards (continued):

Women's Status 2 Tuchman

In a translation of a book about lives of famous women, de Pisan "makes it her own in the prologue, where she sits weeping and ashamed..."

p. 218

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WRITING THE OUTLINE AND PAPER

Once your notes are complete you are ready to begin writing your paper. The first step is to prepare an outline. Next, write a rough draft with your notes and outline in front of you. Last, revise the draft until it is suitable for presentation.

1. Sort note cards according to subject headings.
2. Write outline with divisions taken from headings on the note cards.
3. Write first draft.
4. Revise rough draft. Your rough draft should be read to check for large areas: content, organization, style and mechanics. It is recommended you read the rough draft four times, each time concentrating on one of these areas.

OUTLINE

TS

I. Use an outline to provide organization and form

DS

   A. Write your outline after notes are complete
      1. To establish a logical order for notes
      2. To see where you need to add information
      3. To help you eliminate extraneous notes
   B. Revise outline until it is a structural blueprint for your paper

DS

II. Use the topic headings from note cards for the first draft

   A. Read notes in outline order
   B. Revise order of notes if organization is not logical

III. Use basic outlining rules

   A. Balance headings
      1. Use equal headings for equivalent ideas
         a. Number primary topics with Roman numerals
         b. Letter secondary topics with capital letters
      2. Each A should have a B
      3. Each one should have a two
   B. Line up each period in headings and subheadings

IV. Construct an organized outline to make writing your paper easier

   A. Use correct form
   B. Include supportive information
   C. Allow time for revision

SAMPLE

FOOTNOTES AND ENDNOTES

There are many formats for footnotes. The following method is a combination of several traditional formats. Remember, your authority for your footnotes is always the exact source where you obtained the information.

Footnotes serve two basic purposes:

1. To cite the authority for facts, opinions, or quotations.
2. To present evidence for the validity of facts that are not common knowledge.

Examples of footnotes and endnotes

One author

[1]David M. Jones, Man from Nowhere: A Man of the World (Garden City, New York: Doubleday and Company, Inc., 1968), pp. 600-616.

Two or three authors

[2]Donald K. Goe and Clarice M. Crowle, The History of Cherry Creek School District Number Five, 1896-1981 (Englewood, Co.: Cherry Creek School District, 1981), p. 243.

Four or more authors and an edition

[3]Marshall M. Mayer and others, New Voices for a New Country (2nd ed.; Boston: Houghton Mifflin Company, 1968), p. 412.

No author

[4]Man from Outside (New York: The New American Library, 1960), pp. 312-316.

Editor, translator, or compiler

[5]J.R. Simpson, ed., Mansion from Junk (New York: Charles Scribner's Sons, 1924), pp. 697-701.

Multivolume work with editor

[6]Dedria Bryfonski, ed., "John Steinbeck, 1902-1968," Contemporary Literary Criticism, Vol. IX (Detroit: Gale Research Co., 1978), pp. 513-518.

Multivolume Work or Series, author and editor

[7]Walton Beachman, "Robert Frost," Critical Survey of Poetry, ed. Frank N. Magill, English Language Series, Vol. III (Englewood Cliffs, N. J.: Salem Press, 1982), pp.1039-1049.

Series with different title for each volume

[8]Richard Morris, The Life History of the United States, Vol. 1, The New World (New York: Time-Life), p. 201.

Examples of footnotes and endnotes (continued):

Signed encyclopedia article

[9]Selma Landen Odom, "Dancing," The World Book Encyclopedia (1982), Vol. 5, pp. 18-24.

Unsigned Encyclopedia Article

[10]"Space Travel," Compton's Encyclopedia (1978), Vol. 23, pp. 341-348.

Magazine article with author

[11]Henry Cotton, "Stress Management in the Physical Education Curriculum," Colorado Journal of Health, Physical Education, Recreation, and Dance, VI (Spring, 1980), p.6.

Magazine article without author

[12]"School Before College," Time, XI (September 14, 1968), pp. 14-21.

SIRS

[13]William D. Green, "After High School What?" American Education, October, 1977 (Located in Social Issues Resource Series, "Consumerism," I, No. 14).

Newspapers

[14]Stuart Taylor, "Senate Passes Tough Anti-Crime Measure," The Denver Post, February 3, 1984, sec. A, p. 1, col.1.

Facts on File

[15]"Nicaragua Protests Rebel Air Attacks." Facts on File, XLIII #2240 (October 21, 1983), p. 805C2.

Editorials on File

[16]Editorial, The Washington (D.C.) Star, January 11, 1981 (Located in Editorials on File, "Minimum Wage," XII, No. 1, p. 57).

NewsBank (Microform)

[17]Linda Thorsby, "Stand Firm on Call for Nixon Resignation," Jackson (Mississippi) Clarion Ledger, January 10, 1974 (Located in Newsbank [Microform], Political Development, 1974, 3:C4,fiche).

New York Times Current Events Edition (Microform)

[18]Marian Burros, "Natural Food: Telling the Real from the Artificial," New York Times, August 18, 1982 (Located in New York Times Current Events Edition [Microform], Labels and Labeling, 1982, 61:33A,fiche).

Examples of footnotes and endnotes (continued):

Pamphlet

[19]American Cancer Society, Facts on Hodgkins Disease, (Baltimore, Maryland, n.d.).

Government Document

[20]U.S. Bureau of the Census, Statistical Abstract of the United States: 1982 (103rd ed., Washington: Government Printing Office, 1982), p. 385.

Unpublished source

[21] Travis Brown, "Clay Influence on Oil Entrapment" (Paper presented at the meeting of the American Association of Petroleum Geologists, Dallas, Texas, April, 1983).

Interview

[22]Dorothy Lamm, Interview, Governor's Mansion, Denver, Colorado, April 10, 1983.

Media (Sound Recordings, Filmstrips, etc.)

[23]Muckrakers and Reformers [Filmstrip-sound] (New York: Multi Media Productions, Inc., 1971), one colored filmstrip with one record.

TV or Radio Program

[24]The MacNeil/Lehrer Report [Television broadcast], December 23, 1982, 7:00 p.m., KRMA, Denver, Colorado.

Examples of shortened footnotes for sources previously acknowledged:

Use a shortened footnote form for a work which has been cited in complete form earlier in the paper.

1. Form for a first complete footnote:

   [1] Travis Brown, Man from Nowhere: A Man of the World (Garden City, New York: Doubleday and Company, Inc. 1968), pp. 600-616.

2. Form for a second reference to the immediately preceding work (same pages):

   [2] Ibid.

3. Form for a second reference to the immediately preceding work (different pages):

   [3] Ibid., p. 46.

4. First complete reference to this work:

   [4] Gayle R. Archer and Clark S. Clarkson, Mathematics for Adults (New York: Alfred A. Knopf, 1967), p. 16

5. First complete reference to this work:

   [5] David M. Jones, New Voices for a New Country (2nd edition, Boston: Houghton Mifflin Company, 1968), p. 412.

6. Substitute an unbroken line seven spaces long instead of repeating an author's name which is the same as in the preceding footnote:

   [6] _____, Life and Times of William W. Williams (New York: Viking Press, 1948), p. 314.

7. For a work which has already been cited but not immediately preceding, use the author's last name followed by page numbers (if different):

   [7] Archer, p. 170.

8. If the same author has more than one title included in the paper, add part of the title:

   [8] Jones, New....., p. 23.

Endnote and Footnote Placement

There are two common methods of footnote placement:

1. The first method of footnote placement is to compile all footnotes on a separate page (or more pages as needed) at the end of the text of your paper. These are called endnotes. Each endnote is numbered sequentially (type number one-half space above the line). The first line of each endnote is indented seven spaces and each succeeding line is even with the margin.

ENDNOTES

[1]Travis Brown, Man from Nowhere: A Man of the World (Garden City, New York: Doubleday and Company, Inc., 1968), pp. 600-616.

[2]Ibid.

[3]Ibid., p. 46.

[4]Gayle R. Archer and Clark S. Clarkson, Mathematics for Adults (New York: Alfred A. Knopf, 1967), p. 16.

[5]David M. Jones, New Voices for a New Country (2nd edition, Boston: Houghton Mifflin Company, 1968), p. 412.

[6]_____, Life and Times of William W. Williams (New York: Viking Press, 1948), p. 314.

[7]Archer, p. 170.

[8]Jones, New....., p. 23.

2. The second method of footnote placement is to include the footnote(s) at the bottom of the same page on which the citation appears. This method eliminates the need for the reader to turn pages back and forth to get publication facts. Type a one-and-one-half-inch line a double-space below the last line of the text (even on a partial page), and place the first footnote a double-space below the line. You may either number all of these footnotes consectutively or begin with "one" one each page.

Charles Lindbergh was "eagerly awaited by an enormous crowd which conferred triumphant honors on the daring young American pilot."[1] He had just completed the first nonstop flight connecting the United States and Continental Europe in 33 hours and 30 minutes.[2]

---

[1]Enzo Angelucci, Airplanes from the Dawn of Flight to the Present Day (New York: McGraw-Hill Book Company, 1973), p. 60.

[2]Ibid.

TYPING THE PAPER

PAPER	Use good, white paper. 8 ½ x 11 inches in size. Type only on one side of the paper.
CORRECTIONS	Neatly correct all errors. It is suggested that you photo-copy the paper if you use correction tape or liquid paper.
UNDERLINING	Use solid underlines.
SPACING	Double-space the body of the paper. See examples for specific information on spacing in the sample title page, footnotes, endnotes, and bibliography.
BIBLIOGRAPHY	Compile alphabetically by surname of the author (or the first word of the title excluding the articles a, an, or the). Each enry is typed single-spaced with the second and all succeeding lines indented seven spaces. A double space is included between each entry. Include all sources consulted in the preparation of your paper.

SAMPLE RESEARCH PAPER

Line

11 Name of the School (Initital Caps)

15 TITLE OF THE PAPER (ALL CAPS)

32 by

33 Student's Name (Initial Caps)

54 Name of Course (Initial Caps)

56 Instructor's Name (Initial Caps)

58 Date

Center between margins.

SAMPLE

BEST COPY AVAILABLE

Margins: Elite-12 and 90
Pica-10 and 75

Double Space (DS) Body

Triple Space (TS) After heading

INTRODUCTION (ALL CAPS)

TS

(Indent 5) In 1831, twenty-two year old Abraham Lincoln, having recently started out on his own, took up residence in the Rutledge tavern of New Salem, Illinois. It was here in this small community that Lincoln first began his study of law. It was here, also, that he launched the political career that reached its climax in his election as the sixteenth President of the United States.

DS

Two years after his election to the presidency in 1860, there appeared in the small town newspaper, the Menard Axis of Petersburg, Illinois, an unflattering account of the Lincoln of thirty years before and of a romance he had with a young girl of New Salem.

This article was the beginning of one of the greatest legends in American history. While it became part of American folklore, it remained a center of historical controversy. The Abraham Lincoln-Ann Rutledge romance-fact or fiction?

This writer defines the word romance as a love affair. No problem exists concerning this definition as the writer believes the term was used in 19th century America to mean the same as it does in 20th century America.

SAMPLE

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(Line 13) THE ABRAHAM LINCOLN-ANN RUTLEDGE ROMANCE (all caps) (Centered)

TS

The article mentioned in the introduction was titled "A Romance of Reality" and was written by a
DS
Mr. John Hill, who published it on February 15, 1862. He describes Lincoln as an ungainly youth and lovelorn swain. As Benjamin Thomas relates in his biography of Lincoln, "...Hill told of how the awkward young man had met and wooed a young belle of the village and won her heart. They planned to be married but the maiden died, and her lover became so melancholy that friends feared he might attempt suicide..." [1]

This writer questions the qualifications of Hill as an objective witness to this episode. Hill was addressing an anti-Lincoln audience. His account was published thirty years after the supposed event and there were a few flaws in his narrative.[2] His memories were apparently indirect, for he later admitted that at the time of Lincoln's stay in New Salem, "I knew no more as to who he was than I did of the inhabitants of the Fegee Island."[3] He apparently obtained his information from his father, Samuel Hill, who had been a merchant of New Salem when Lincoln resided there. Hill had been postmaster for a time but had lost his job due to a charge of neglect, and Lincoln took over.[4] He also sought but lost the hand of Ann Rutledge, not to Lincoln but to a John McNamar. The question then arises: Could the senior Hill, over the course of thirty years, have confused his disappointment over the loss of his postmaster's job which did involve Lincoln with his loss of Ann Rutledge in which Lincoln apparently was not involved? In any case, prejudice on the part of this witness must considered.

(end text line 7 from bottom)

(Line 4 from bottom) (Centered)

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SAMPLE

(Line 4 at right margin)

Hill's article attracted little attention, but it did inspire William H. Herndon, a former law partner of Lincoln, to seek additional information.[5] As B. Thomas relates in his biography:

(Indent 5) ...he prepared a lecture delivered at Springfield, Illinois, on November 16, 1866. From this the world learned that Lincoln loved Ann Rutledge with "all his soul, mind and strength," that her love for him was equally strong, but that, finding herself engaged to Lincoln and McNamar at the same time and wishing to be honest with both, Ann became so torn in spirit that she could neither eat nor sleep. Racked with fever, she became weak,...on August 25, 1835, Ann died. (Indent 5)

Herndon also included a touching account of Lincoln's visit to her sickroom, declaring "The meeting was quite as much as either could bear..." He perpertuated Hill's account of Lincoln's insanity after her death, and further declared that Lincoln to his death never loved any other woman.[7]

Herndon is the world's main source of information concerning the Lincoln-Rutledge romance. Many subsequent biographies were based on his material, such as those written by Ward H. Laman,[8] and Ida M. Tarbell.[9] This writer has considered this when quoting these sources, for Herndon's credit as an accurate historian is questionable. His motives for writing his lecture, his methods of research, and the reliability of his witnesses bear careful scrutiny.

Both Benjamin Thomas and James Randall agree that Herndon obtained his material by interviewing them, he had them interviewed by proxy or got their statements by correspondence.[10]

All the statements collected by Herndon were efforts to recall what happened thirty years before. Ruth Renall in her criticism of Herndon even suggests they were obtained "largely under his prodding or suggestion"[11] and that he used his skills as a lawyer to sway their thinking.[12] She uses this quote attributed to Hernson to help prove her point: "Men and women are inquisitive and hint a thing."

★★★

(Line 13) **ENDNOTES** **(ALL CAPS)**
TS

[1]Benjamin P. Thomas, Abraham Lincoln (New York: Alfred A. Knopf, Inc., 1952), 49-50.

[2]James G. Randall, Mr. Lincoln (New York: Dodd, Mead and Company, 1957), p. 53.

[3]Ruth P. Randall, Mary Lincoln: Biography of a Marriage (Boston: Little, Brown and Company, 1953), p. 403.

[4]William E. Barton, The Life of Abraham Lincoln, Vol. I (Indianapolis: The Bobbs Merrill Co., 1925), pp. 212-213.

[5]Thomas, p. 50.

[6]Ibid., pp. 50-51.

[7]Ibid.

[8]Ibid.

[9]Ida M. Tarbell, In the Footsteps of the Lincolns (New York: Harper and Sons, 1924), p. 213.

[10]Randal, J., p. 55.

[11]Randall, R., p. 397.

[12]Ibid., p. 396.

SAMPLE

Margins: Elite 12 and 90
Pica 10 and 75

(Line 13) **BIBLIOGRAPHY** (ALL CAPS)

TS

(Indent 7) Barton, William E., The Life of Abraham Lincoln, Vol. I. Indianapolis: The Bobbs Merrill Company, 1925.

DS

Randall, James G. Mr. Lincoln. New York: Dodd, Mead and Company, 1957.

Randall, Ruth P. Mary Lincoln: Biography of a Marriage. Boston: Little, Brown and Company, 1953.

Tarbell, Ida M. In the Footsteps of the Lincolns. New York: Harper and Sons, 1924.

Thomas, Benjamin P. Abraham Lincoln. New York: Alfred A. Knopf, Inc., 1952.

SAMPLE

Margins: Elite 12 and 90

Pica 10 and 75

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THE COMPLETED RESEARCH PAPER

Your completed paper indicates your mastery of subject matter, research methods, and mechanics of the language.

A. The title page includes:
   1. Title of the paper
   2. Author's name
   3. Name of course
   4. Instructor's name
   5. Date submitted

B. The table of contents shows:
   1. A list of the main topics of the paper, and
   2. The page number on which the treatment of each main division begins.

C. The pages of the text are:
   1. Typed only on one side of the paper
   2. Double-spaced
   3. Documented with single-spaced footnotes or endnotes
   4. Numbered in the upper right-hand corner, except for page one.

D. The bibliography lists alphabetically only the books and articles used in the final writing of the paper.

E. If an outline for the paper is required, it should be in approved form.

BEST COPY AVAILABLE

RESEARCH PAPER CHECKLIST

After completing your research paper, answer the following questions. All questions should be answered with a "Yes". If you have any "No" answers, revise that particular aspect of your term paper until you can answer "Yes". You will then have written a successful research paper.

_____ Did you phrase the title to accurately limit the subject?

_____ Does the introductory paragraph grab the reader's interest?

_____ Is the purpose of your paper stated clearly and specifically in the introductory section?

_____ Did you develop the body of the paper according to an outline?

_____ Is there one central thought in each paragraph?

_____ Does each paragraph link up with the previous paragraph?

_____ Have you used varied source material?

_____ Is the style of your paper interesting, yet objective?

_____ Did you vary the lengths of your sentences to avoid monotony?

_____ Does the paper accomplish the objective you stated in the opening paragraph?

_____ Are the conclusions of your paper based on the evidence you presented?

_____ As you read through your paper, is it clear and does it make sense?

_____ Did you refrain from drawing too much material from one source?

_____ Is it free from grammatical errors?

_____ Are the punctuation and spelling correct?

_____ Is the physical presentation of the paper neat and attractive?

_____ Is the first line of each footnote indented seven spaces?

_____ Did you check the accuracy of your quoted material?

_____ Did you enclose short quotations, not over three or four typed lines, in quotation marks and run them in with the text?

_____ Are longer quotations indented five spaces and set off in single-spaced type with no quotation marks?

_____ Is each quotation footnoted?

_____ Are your footnote references accurate?

_____ Are all footnoted sources included in the bibliography?

_____ Are the second and all succeeding lines of each bibliographic entry indented seven spaces?

_____ Is the paper a reflection of your best effort?

The following materials were consulted in preparing this guide:

Campbell, William Gibs and Stephen Vaughan Ballon. Form and Style: Theses, Reports, Term Papers. 5th ed. Boston: Houghton Mifflin Company, 1978.

Dangle, Lorraine F., and Alice M. Maussman. Preparing the Research Paper. 3rd ed. Fairfield, New Jersey: Cebco Standard Publishing, 1963.

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